

Meeting Minutes for
MINERvA Working Group Meeting
Thursday, July 27, 2005
1:30 pm Snakepit

Attendees: *E. Temple, D. Harris, J. Morfin, D. Boehnlein, D. Hoffer, R. Ransome (by phone), S. Webster, G. Bock, H. Montgomery, K. McFarland*

New Action Items:

1. *Dave to incorporate comments on PMP into present PMP draft.*
2. *Steve to check with HEP on the requirements for reporting on an under 5M\$ project and get back to MINERvA management.*
3. *MINERvA project management to meet with G. Bock & R. Plunkett to talk about 3.5-4M\$ packaging of MINERvA. Done on 7/28.*
4. *Suzanne to get Mont's and CD person's signatures on present MOU/SOWs as needed. Mont's signatures were given on 7/28, Suzanne in contact with Bob Tschirhart for CD.*
5. *MINERvA project management to work with FNAL management to determine signatures needed on future MOU/SOWs (namely construction ones).*
6. *Ed & Dean & MINERvA project people to add TJ and Suzanne to this meetings mailing list.*
7. *Mont to check on under 5M\$ that we don't need CD0 and just have one CD (see action item 4 below).*
8. *Mont to come up with PMG for this meeting.*
9. *Ed to schedule next meeting for August 10, 1:30 pm Snakepit.*

Old Action Items:

1. *Dave to check NuMI PMP vs. BTeV PMP to get most recent DOE philosophy on PMP's vs. PEP's. Done.*
2. *Dave to send out PMP to project people for review/comment and then to Ed & Dean. Done.*
3. *Kevin to provide any updates on "Mission Need Document" status/who doing and whether MINERvA needs a NuSAG review. If <5M\$, CD0 may be simultaneous with CD123*
4. *Ed to find out from Danny if a single CD1,2,3 review would be sufficient for MINERvA under either the under \$5M or \$10M scenario. Action item 8 above.*
5. *MINERvA project people to give Mont several scenarios (if they have several), in order of preference (with all R&D removed) by July 19 at the latest NOTE: Debbie has already sent Mont e-mail on this to set something up. Done.*
6. *Ed to schedule next meeting for July 27, 1:30 pm Snakepit. Done.*

Agenda & Minutes:

- 1) *Report on MINERvA (and other appropriate) feedback from Directorate Meetings at OHEP. (Mont) If project MIE is less than 5M\$, CD0 is not required, nor approval by HEP project management. IF more than 5M\$, OHEP has a draft CD0 and Danny & Aesook say an External Independent Review (EIR) is needed. THUS we should be aggressive in getting the project MIE less than 5M\$. If NSF had picked up some*

construction costs, that would do it, but we can't be confident that that will happen. See agenda item 3 for more discussion.

- 2) Comments on Dave's Draft Project Management Plan.
 - a) *Suggestion of having names for L2's on the document with the comment that "These are L2's as of the date of this document".*
 - b) *Narrative about MINERvA collaboration isn't necessary.*
 - c) *Co-spokesman changing scientific scope needs approval by FNAL directorate as well.*
 - d) *Threshold for earned value reporting (??) is 20M\$ so we don't need to do.*
 - e) *Need to do quarterly reporting in general and monthly PMG's. Steve Webster will double-check on reporting for a project under 5M\$.*
 - f) *PMP Needs signature page and tracking revision page*
 - g) *At less than 5M\$, no OHEP reviews, but we will be reviewed in "Director's Reviews" – add paragraph about these periodic reviews – but not be too prescriptive.*
 - h) *(see action items 1 & 2) – also keep PEP to 2 pages..*
- 3) Further discussion of MINERvA with TEC < \$5M.
 - a) *Present attempt at MIE <5M\$ has 20% of production as "pre-production" R&D testing, the coil is "deferred funding" for a possible upgrade and infrastructure is not part of the MIE. This gets the MIE to 5.4M\$ plus 0.1M\$ overhead. Still about 1M\$ too high.*
 - b) *Our goal should be to get to 3.5M\$ to 4M\$ in order to not go over 5M\$ when all is said and done. (See action item 3)*
 - i) *Pre-production could go higher than 20% - visit items and see if a larger % makes sense.*
 - ii) *Separate out cooling and general (Ethernet, for example) cables as infrastructure*
 - c) *Issue of where does the other ~5M\$ come from. PK is already paying for university project management, post docs, and other labor at universities, and operating support of FNAL physicists is not on project. Perhaps PK could do a bit more, but not more than a few \$100k (action item 4).*
 - d) *MIE demonstration is DOE/NSF split of money, not FNAL/University. BUT, FNAL operating funds are not considered DOE (this comment added after the meeting)*
- 4) AOB:
 - a) *MOU/SOW signatures: For present R&D MOU/SOWs need to get Mont's signature and CD person's signature if comments on needing PREP equipment. (see action items 5 and 6)*
 - b) *Need to add TJ and Suzanne to this meetings mailing list (see action item 7)*
 - c) *PEP: Keep PEP to two pages.*
 - d) *Federal Project Director: Steve Webster is the Federal Project Director. Keep Ron and Joanna informed as to what we are doing and make sure they are comfortable.*
 - e) *Needed CD reviews for under 5M\$: Still need to visit issue of needing CD0 or not and one CD review. See action item 8.*

- f) PMG Meetings: This meeting will change into the PMG meeting with more people attending. See action item 9.*